

<b>LUCAS COUNTY, OHIO BOARD OF COMMISSIONERS</b>	<b>NUMBER: 12</b>	<b>PAGE: 1 OF 4</b>
<b>TITLE: ACCIDENT AND INCIDENT REPORTING</b>	<b>PERSONNEL ADMINISTRATIVE</b>	<b>RESOLUTION NO: 95-390</b>
<b>EFFECTIVE DATE: MARCH 30, 1995</b>	<b>TYPE: X POLICY PROCEDURE</b>	<b>SUPERSEDES: POLICY # PROCEDURE #</b>

### **POLICY STATEMENT**

**Accident and incident reporting and investigation is necessary to determine the factors which caused the accident; to determine and initiate preventive measures; to assist in the processing of workers compensation and liability claims, and to provide statistical data for accident analysis. Effective accident and incident reporting and investigation can result in financial savings, increased productivity and efficiency, and reductions in injuries and other controllable losses.**

**To accomplish these important tasks, all of the following will be promptly reported to the Lucas County Risk Management Department:**

- \* **Occupational injuries or illnesses involving County employees**
- \* **Injuries to the visiting public**
- \* **Incidents involving damage to County property**
- \* **Incidents where County employees damage private property**
- \* **On-the-job vehicular accidents**

**The Lucas County Risk Management Department shall ensure that an appropriate investigation is conducted as soon as possible.**

### **PROCEDURES**

#### **A. Occupational Injury or Illness**

- I. For a serious, life-threatening injury or illness (employee is unconscious; not breathing; no pulse; severe allergic reaction; extensive bleeding) – notify 9-1-1 *immediately*. Administer first aid if qualified to do so. Every County department will have a readily available first aid kit (or kits) sufficient for the size and scope of the workforce. The kit(s) shall be**

inspected regularly, and re-supplied as necessary. All kits shall include disposable gloves and a one-way CPR valve. No employee shall administer first aid before putting on disposable gloves!

2. For an injury or illness that is not an emergency but still requires physical care – administer first aid if you are qualified to do so (preference is to give the injured

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employee the necessary first aid supplies so that they can treat themselves, if possible). Employee may be treated at an emergency room, urgent care center, or by their own physician.

3. Employees must *immediately* report to their Supervisor any occupational injury that required any treatment, including first aid. "*Immediately*" means as soon as possible, but in all cases before the end of the employee's workday. If a supervisor is not available, the injury must be reported the next available work day.
4. Management must report to the Risk Management Department every occupational injury or illness that required medical attention (beyond first aid) and/or that resulted in the employee leaving the work site, within 24 hours of Management's awareness of the injury or illness. This initial report can be by telephone or by FAX. On weekends or holidays, this initial report should be made as soon as possible on the next scheduled normal workday (Monday - Friday).
5. Management must complete a County OSHA 101 form (see attached), or use their department's substitute form if it is comparable, and submit the completed form to the Risk Management Department within 24 hours of Management's awareness of any injury or illness that required medical attention and/or lost work time. For injuries or illnesses that required only first aid at the site, the OSHA 101 (or similar form) must still be completed and returned to Risk Management within 5 days of Management's awareness of the injury or illness. This form can be delivered through inter-office mail, hand-delivered, or FAXed.

6. Every occupational injury and illness shall be investigated. "Traditional" occupational injuries will be investigated by the Safety Coordinator or his designee. The Disability Case Manager will conduct an incident interview for all other injuries. Either the Safety Coordinator ( or his designee) and/or the Disability Case Manager will investigate occupational illnesses. "Peace Officers" and "Corrections Officers" are exempt from the Public Employment Risk Reduction Act; therefore, in most cases, the Sheriff will maintain responsibility for investigating "line of duty" injuries to those employees.
7. The focus of every investigation will be on the facts, and not on placing blame. The goal is to determine casual factors and recommend actions to eliminate or reduce the hazard(s).
8. A "Hazard Correction Progress Report" will be completed by the department head, showing what steps have been taken to address the hazard(s). This report will be kept on file in the Risk Management Department.

9. If the injured or ill employee is covered under the Public Employment Risk Reduction Act, and the injury or illness is recordable as defined on the OSHA 200 Log, then Management must ensure that the appropriate notations are made on that department's annual OSHA 200 Log. (Note: the only employees exempted from the Act are peace officers, corrections officers and firefighters).
10. Each February, in compliance with the Public Employment Risk Reduction Act, each department will post the previous year's OSHA 200 Log. A copy of this Log will be sent to the Risk Management Department.

**B. Injury to the Public/Damage to County or Personal Property**

1. Notify 9-1-1 immediately in the event of a serious, life-threatening injury.

- 2. Management must complete an "Incident Report" (see attached) and return a copy to the Risk Management Department as soon as possible as described in the "Risk Retention Fund Procedural Policy".**
- 3. Once complete information has been received from the reporting department, the Risk Management Department will notify the appropriate insurance company, and will initiate and maintain an investigative/insurance file on the incident reported.**

**C. Vehicular Accidents**

- 1. Send for the police. If someone is injured, notify 9-1-1 immediately for medical attention, and follow the appropriate reporting paragraphs above.**
- 2. If possible, take steps to prevent further accidents – park safely on the side of the road, set out warning devices.**
- 3. All County-owned and leased vehicles will be supplied with a complete "Accident Report Kit" that includes a Driver's Accident Report, Insurance Identification Card, Witness Questionnaires and Injury Questionnaire.**
- 4. *Except in emergencies:* Complete the Driver's Accident Report.**
- 5. Discuss the accident only with police and your supervisor. Do not make any comments regarding responsibility for the accident. Provide the other driver(s) with the information contained on the "Insurance Identification Card"; get similar information from the other drivers.**

- 6. If possible, have witnesses complete the "Witness Questionnaire".**
- 7. Employees involved in an accident must notify their supervisor immediately. All completed cards and reports must be submitted to the Risk Management Department for insurance purposes as soon as**

**possible. (Note: if there was property damage, an "Incident Report" may also have to be completed and submitted).**

- 8. Once complete information has been received from the reporting department, the Risk Management Department will notify the appropriate insurance company, and will initiate and maintain an investigative/insurance file on the accident.**

**APPROVED BY:**

**DATE:**